SUBJECT: The April Automated Directives System (ADS) Notice

Purpose

This monthly notice provides a listing of policy notices issued since the last
quarterly ADS CD update, Agency handbook status, ADS chapter information,
Policy notice information, a description of the ADS, and instructions for
Windows 95 users on how to access the ADS CD.

Policy Notices Since ADS Compact Disk (CD) 13

All Agency personnel have access to General Policy Notices and should read and
assimilate the new policies. The notices are distributed each evening from
the Notice Sender mailbox to everyone in USAID/W and to specific mailboxes
within the Missions.

There were several USAID/General Policy Notices issued since the release of
ADS CD 13. ADS CD 13 was just recently loaded to the USAID/W Local Area
Network (LAN) and mailed to the Missions. If you are in USAID/W, please
contact the IRM Help Desk for assistance if you are unable to locate ADS CD 13
on your computer.

The following Policy Notices were issued during the month of March.

0317	03/08/99	ADS 583, Project Funded Advances
0319	03/08/99	ADS 522, Performance of Temporary Duty Travel in the U.S. and Abroad - Interim Guidance Caused by Recent Legislation
0321	03/10/99	Correction to ADS 522 - Revisions and Additions to USAID Travel Policy
0328	03/12/99	ADS 577, Financial Management Aspects of Travel - Elimination of Travel Advances
0329	03/15/99	USAID Policy on Tobacco
0337	03/18/99	Restoring Annual Leave Subject to Forfeiture
0340	03/22/99	Correction to ADS 577 - Revisions and Additions Policy Notice
0353	03/26/99	1999 Annual Filing Requirement for the Public Financial Disclosure Report (SF-278) (Rev. 6/94) Covering Calendar Year 1998

Electronic copies of policy notices may also be obtained by sending an e-mail
to Notice Mailbox@M.AS.IRD@AIDW.

CIBs issued since ADS CD 13 are on the OP webpage
(at www.info.usaid.gov/procurement_bus_opp/procurement/cib) and are available

from M/OP/P, (202) 712-0610. Earlier CIBs are available in the Resource Library and on the OP webpage.

Helpful TIPS When Using the ADS and ADS CD

Each month we will include ADS content tips and/or a helpful hint for searching the ADS CD. This month's tips pertain to Series 500, Management Services.

Q1.   Where does one find current Overseas Support policy and procedures?
A1.   ADS chapters 526 through 539 house the Agency's Overseas Support directives.

      Responsible Office:

            M/AS/OMS   Renee Poehls
            4.06-138 RRB   (202) 712-1899
            Washington, DC 20523-4601

Q2.   What happened to Handbook 22, Travel and Transportation?
A2.   Handbook 22 was superseded by ADS chapters 521 through 525. Handbook 22 is no longer valid.

      Responsible Office:

            M/AS/TT   Bruce Gatti
            4.08-001 RRB   (202) 712-4848
            Washington, DC 20523-4800

Q3.   Where do I find Legislative Public Affairs (LPA) policy and essential procedures?
A3.   LPA's directive material is housed in ADS chapters 553 through 560. These chapters supersede Handbook 18 Parts II and III.

      Responsible Office:

            LPA/ADM   Veronica Young
            6.10-024 RRB   (202) 712-4191
            Washington, DC 20523

Q4.   What happened to the material originally found in Handbook 18 Part IV, AID Sources of Information?
A4.   ADS 540, USAID Development Experience Information and Reference Services replaced HB 18 Part IV.

      Responsible Office:

            PPC/CDIE/DI   Gloria White
            6.07-121 RRB   (202)712-5339
            Washington, DC 20523-6701

Q5.   What happened to Handbook 18 Part V (Sections A-C), Information Services?
A5.   Handbook 18 Part V (Sections A-C) is no longer valid. HB 18 Part V was superseded by ADS chapters 541 through 551.

Responsible Office:

        M/IRM/PMA   Joyce Cosby
        2.12-033 RRB   (202) 712-5198
        Washington, DC 20523-2120

==
The following information has been updated to incorporate instructions for
accessing the ADS CD with Windows 95.

What is the ADS?

The ADS sets forth the Agency's policies and essential procedures, as well as
supplementary informational references. It contains five functional series,
interim policy updates, valid USAID Handbook chapters, a resource library, and
a glossary.

The *functional series* consist of ADS chapters that have been written in a
standardized format. The five functional series are as follows:

        Series 100   Organization and Executive Management
        Series 200   USAID Program Assistance
        Series 300   Acquisition and Assistance Agreements
        Series 400   Personnel
        Series 500   Management Services

The *Interim Updates* are USAID/General Policy notices that are not yet in the
standardized format. Over time, the Interim Updates will be incorporated into
the appropriate ADS chapter.

The *USAID Handbook Series* provides the few Handbook chapters that are still
valid, and serves as a cross reference between the Handbooks and ADS chapters
in the functional series.

The *Resource Library* contains the Mandatory and Supplementary References.
Mandatory References are the Government's regulations and other material that
the Agency must follow. Supplementary References provide helpful information
pertaining to the Agency's policies and procedures.

The *Glossary* defines terms found in the functional series.

The ADS is updated quarterly via a CD. The latest version of the ADS CD
(formerly known as DRCD) is 13.

How Do I Access the ADS?

The ADS in its entirety is located on the ADS CD. If you are in
USAID/Washington, and still use Windows 3.1, access is obtained via the CD
Server icon (located on Network Applications I on your desk-top computer). If
you are a Windows 95 user, please follow the steps listed below. If you are in
the field, access may be obtained via a CD-ROM reader.

WINDOWS 95 Users:

        Step 1.   Click on the Microsoft Start Button
        Step 2.   Click on "NetApps"
        Step 3.   Click on "CDNET"

Congratulations! You have successfully accessed the CD Tower. The steps from here on are the same as they were when you used Windows 3.1.

Step 4.   Click on ADS*
Step 5.   Click on the Run button**

*Note: If you do not see the ADS CD listed, please click the "Search" button located in the bottom left hand corner of the gray box that appears on your screen. The system will then update your list of CDs.

**Note: The gray box from your screen will disappear for a moment and then the ADS CD will appear.

Components of the ADS may also be accessed via the Intranet and the Internet. These sites currently do not contain the valid handbook chapters. In addition, the Internet (unlike the Intranet) does not have the Personnel Series (400) and Interim Updates for Series 100 and 500.

ADS Chapters issued as USAID/General Policy Notices are placed on the websites as a new or revised ADS chapter (replacing the old chapter, if any), usually within 72 hours of their issuance. Other USAID/General Policy Notices are posted to the Notice Intranet database. You may also request an electronic copy of a Policy notice by sending an E-mail to Notice Mailbox@M.AS.IRD@AIDW. The ADS websites will reflect policy updates sooner than the ADS CD. Access to the ADS material may be obtained by accessing

1. The Intranet (at www.usaid.gov, and then click on "ADS" under "Info. Services"); or

2. The Internet (at www.info.usaid.gov, under "Publications", and then click on "ADS: Automated Directives System--Formerly the USAID handbooks").

Point of Contact: Cynthia Staples, M/AS/IRD, (202) 712-0798 or you may send an E-mail to ADS@M.AS.IRD@AIDW.

Notice 0406